

Section 3 – Notification

(orig. 7-12-05; am. 4-20-10)

A. Intent and Purpose

The purpose of this section is to specify the notification requirements and procedures for various applications. The notification requirements are intended to keep property owners and registered associations informed of proposed development activities in Jefferson County. (am. 7-12-05; am.10-13-09)

B. Application

1. Specific notification requirements for development applications are identified in the table below. These notification requirements include Community Mailing and Sign Posting. Reference the criteria section below for a description of the levels described in the notification table. (am. 7-12-05; am. 4-4-06; am.10-13-09; am. 4-20-10.)

Application Type	Notification Required			
	At Time of 1st Referral*		Prior to Hearing	
	Community Mailing	Sign Posting	Community Mailing	Sign Posting
Preliminary and Final Plat	Level 1	Not Required	Level 1	Level 1
Preliminary Plat	Level 1	Not Required	Level 1	Level 1
Final Plat	Level 1	Not Required	Level 1	Level 1
Exemption	Level 1	Not Required	Level 1	Level 1
Minor Adjustment	Level 2	Level 2	N/A	N/A
Residential Structure Exclusion	Not Required	Not Required	N/A	N/A

* In accordance with the process requirements for each application type, the 1st Referral is scheduled to occur within 3 days of the applicant making a Formal Application. (orig. 4-20-10)

2. If an application has been approved in a public hearing and needs to return to hearing to effect a non-substantial change that does not materially affect the content of the approved application, then the Planning Director may allow the application to proceed to hearing without notification in accordance with this section; provided, however any notification specifically required by the Colorado Revised Statutes is still completed for such hearing. (orig. 4-20-10)

C. Criteria

1. Community Mailing: Community mailing requirements fall into two (2) levels. (orig. 10-13-09; am. 4-20-10)
 - a. Level 1 requires notices to be sent to property owners and registered associations within a specified radius based on whether the proposed development is located in the Mountains or Plains as defined in the Definition section of the Zoning Resolution. (orig. 4-20-10)
 - (1) The following table shows the Notification Radius of the Mountains and Plains. The notification area will be measured from the exterior boundary of the proposed development. (orig. 10-25-05; am. 10-13-09)

	Mountains	Plains
Registered Associations	Two (2) miles	One (1) mile
Individual Property Owners	1,320 feet (1/4 mile)*	500 feet

* When the subject property is located in an area of unusually high density development, greater than 50 individual property owners within 1,320 feet (1/4 mile), then the area of notification shall be decreased to 500 feet from the subject property. (am. 10-13-09)

- b. Level 2 requires notices to be sent to adjoining property owners. For the purpose of this Regulation adjoining will mean a property that shares any length of common boundary with the applicant's property. In addition, if it is determined that the proposed development is on property that is located within a property owners association, or other similar entity, then notice will also be sent to that entity. The Case Manager may require additional notices to be sent if in the opinion of the Case Manager the development activity may have impacts to other properties. (orig. 4-20-10)

2. Sign Posting: Sign posting requirements fall into two (2) levels: (orig. 10-13-09; am. 4-20-10)

- a. Level 1 requires a minimum of one (1) sign to be posted on each boundary of the property having frontage on either a public or private street/road. The provision for posting along public streets/roads shall not apply to freeways, unless the freeway has a frontage road on which the requirements will apply. For the purpose of this Regulation, freeways shall be identified as I-70, US-285, SH-58, C-470, and US-6 east of its intersection with I-70. If the frontage on a public or private street/road is greater than 500 feet, then additional sign(s) will be required in accordance with the table below. The maximum number of signs required to be posted along public or private streets/roads shall be six (6). If the number of signs calculated for posting exceeds six (6), then the required signs will be spaced along the street/road frontage as deemed appropriate by the Case Manager. If the property does not have any street/road frontage at the time of posting, then a minimum of one (1) sign must be posted on the property at the location most visible to the general public. If the Case Manager determines that the signs required to be posted on the property would not be readily seen by the general public, then he/she may require the posting of off-site signs, in the number and location deemed appropriate. (orig. 10-13-09; am. 4-20-10)

Sign requirements for frontage along public or private streets/roads	
Length of Frontage (feet)	Number of signs required
0 to 500	1
501 to 1000	2
1001 to 1500	3
1501 to 2000	4
2001 to 2500	5
Greater than 2500	6

- b. Level 2 requires one (1) sign to be posted on the property at a location most visible to the general public. If the Case Manager determines that the sign required to be posted on the property would not be readily seen by the general public, then he/she may require the posting of off-site signs, in the number and location deemed appropriate. (orig. 4-20-10)

D. Procedure

- 1. Community Mailings: Notification letters shall be mailed in accordance with the following: (orig. 10-13-09)
 - a. Community mailings at the time of the 1st Referral shall be mailed at the time the case is sent out on the 1st referral. Prior to the 1st referral, the Case Manager will provide the applicant the completed notification form and other information so that the applicant can prepare the notification documents. (orig. 10-13-09; am. 4-20-10)

- b. Community mailings prior to hearing shall be mailed at least 14 calendar days prior to the first scheduled hearing. Approximately 19 days prior to the first scheduled hearing, the Case Manager will provide the applicant the completed notification form and other information so that the applicant can prepare the notification documents. (orig. 10-13-09)
- c. General Requirements (orig. 10-13-09)
 - (1) The Case Manager shall provide the applicant: (am. 4-4-06)
 - (a) A completed notification form and vicinity map; and (am. 4-4-06; am. 10-13-09)
 - (b) a list of the registered associations and/or individual property owners that are required to be notified. (am. 4-4-06; am. 10-13-09)
 - (2) The applicant shall provide the Case Manager the community mailing envelopes corresponding to the list of registered associations and/or individual property owners. The envelopes must: (am. 4-4-06; am. 10-13-09)
 - (a) be addressed; (orig. 10-13-09)
 - (b) have sufficient postage; (am. 4-4-06)
 - (c) use the Planning and Zoning return address; (am. 4-4-06; am. 10-13-09)
 - (d) contain a completed notification form and vicinity map; and (am. 4-4-06; am 10-13-09)
 - (e) be un-sealed. (orig. 4-4-06; am. 10-13-09)
- 2. Sign Posting: Sign posting shall be completed in accordance with the following requirements: (orig.10-13-09; am. 4-20-10)
 - a. Sign posting at the time of the 1st Referral: The sign(s) will be given to the applicant when the case is sent out on the 1st Referral. It is the applicant's responsibility to post the sign(s) on the property within 4 calendar days from the date on which the application was sent out on the 1st Referral. The sign(s) should remain posted on the property until a determination has been made on the application. The signs shall be removed from the property within 7 calendar days after the final determination. (orig. 4-20-10)
 - b. Sign posting at the time of hearing: The sign(s) will be given to the applicant approximately 19 calendar days prior to the first scheduled hearing. It is the applicant's responsibility to post the sign(s) on the property a minimum of 14 calendar days prior to the first hearing. The property must remain posted until the application is approved, conditionally approved or denied at the final hearing for the application. The signs shall be removed from the property within 7 calendar days after the final hearing for the application. (orig. 10-13-09)
 - c. General Requirements: (orig. 10-13-09)
 - (1) The Case Manager shall provide the applicant: (orig. 10-13-09)
 - (a) A map indicating where the signs shall be posted; (orig. 10-13-09)
 - (b) the completed signs; (orig. 10-13-09)
 - (c) instructions on how to post the signs; and (orig. 10-13-09)
 - (d) a blank posting affidavit form. (orig. 10-13-09)
 - (2) The applicant shall: (orig. 10-13-09)

- a) Post the sign(s) on the property in accordance with the location map and instructions; and (orig. 10-13-09)
- (b) return the completed posting affidavit to the Case Manager indicating that the sign(s) were posted upon the subject property in accordance with the requirements. (orig. 10-13-09)